



Community Centre Supervisor

Description:

The Centre Supervisor is responsible for overall supervision of the Centre, facility users, after school drop-in, rentals, and program participants. Some administrative duties and building maintenance activities are included.

The Centre Supervisor is accountable to the General Manager and the Board of the Centre.

Qualifications:

- Grade 12 with related experience in the area of recreation an asset.
- Have experience working with children.
- Courses in recreation or related field an asset.
- Commitment to be available for regularly scheduled assignments and on-call shifts (may include days, evenings, and weekends) according to Centre needs.
- Excellent communication, problem solving and organizational skills required.
- Ability to function as a team member, work cooperatively with Board and other staff.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to work independently and organize work according to Centre needs and assigned tasks.
- Ability to adapt to changes in scheduling on short notice is required.
- Current First Aid and CPR Certification required.
- Criminal Record Check and Child Abuse Registry check is required.
- Must have basic computer knowledge. Proficiency with Microsoft Office products including Word, Excel, and Outlook is an asset.
- Must have a valid driver's license.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Applications will be accepted up to and including March 12th, 2010.

Apply to:

Robert A Steen Memorial Community Centre Inc. – Employment Opportunity

980 Palmerston Avenue

Winnipeg, Manitoba R3G 1J9

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Email: sbmanager_rasteen@mts.net